

The path forward to December 1: Milestones and process

Date	Milestones/Activities	Process
JUN 1	Chapter drafts DUE	Convening Lead Authors (CLAs)/staff submit to online space
JUN 12-15	CLA/NCADAC meeting – Key findings discussed and decided, chapters in good shape	CLAs and NCADAC meet in DC
JUL 2	Traceable accounts DUE Make chapters 3000 words ☺	CLAs/staff submit to online space
JUL 1-27 (4 weeks)	Finalize chapters Review draft chapters for integration/traceability issues	CLAs work with editorial team (ET) Report Integration Team (RIT)
JUL 18	Executive Secretariat (ES) meeting (2 hrs, 3-5pm)	ES meets
JUL 24, 25	National Research Council (NRC) showstopper review – based on key findings only	Co-chairs, staff to pull together key findings for presentation. No paper copies shared with NRC
JUL 27	Final chapters and traceable accounts DUE (fully referenced, data sources included, etc.)	CLAs/staff submit to online space
JUL 27-AUG 10 (2 weeks)	Merge document, highlight remaining issues and questions, continue to make edits with teams as needed	ET works with CLAs as needed ET works with co-chairs and RIT as needed, especially to edit in response to NRC showstopper comments
AUG 10-14	Review by RIT/ES	RIT and ES, with ET as needed
AUG 14-15	ES/RIT meeting to go over full report, key findings, etc.	Call CLAs from meeting if needed
AUG 16-SEP 1 (2 weeks)	Final edits	RIT/ET
SEP 1-28 (4 weeks)	RIT leads small-group calls with NCADAC members to go over draft and solicit synthesized feedback Staff works with ET and RIT to incorporate this feedback	(Major issues only at this point – very little/no word-smithing) Groups can be broken down by regions/sectors, etc. No tracked changes – go through RIT/staff for implementing changes; tiered
SEP 28 (~)	NCADAC meeting to approve final draft	Not a line-by-line approval, but main issues Presence for entire meeting is required to be part of sign-off
SEP 30-OCT 31 (4 weeks)	Incorporate remaining changes based on NCADAC input Integrate and finalize full draft – check for integration, flow inconsistencies Ensure figure captions, references, etc. are accurate	ET/staff/RIT ET/Technical Support Unit (TSU)
NOV 1	Complete draft, with all edits incorporated, DUE	ET/RIT/staff/TSU work together to finalize
NOV 1-30	NO further edits. Put into a format for public release, upload to web system	TSU coordinates upload to web-comment system
DEC 1	RELEASE FOR PUBLIC COMMENT	

Abbreviations/definitions:

CLA – Convening Lead Author

ES – Executive Secretariat

ET – Editorial Team (Susan Hassol, Dan Glick)

NCADAC – National Climate Assessment Development and Advisory Committee

RIT – Report Integration Team (working group of NCADAC)

Staff – Staff members from the National Coordination Office of the US Global Change Research Program

TSU – Technical Support Unit for the NCA, part of National Climate Data Center